

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: March 17, 2004

LEAVE ACCOUNTING LETTER # 04-007
(CSU Only)

TO: All Campuses in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **CLAS CSU WORKBOOK REVISION # W5 (INTERNET VERSION)**

The Internet version of the CLAS CSU Workbook has been updated and replaces the current PDF version. The workbook can be obtained by accessing the State Controller's Office web site at:

<http://www.sco.ca.gov/ppsd/clas/index.shtml>

After entering the web site, the workbook may be accessed by clicking on the 'CLAS References' button, then clicking on the 'CSU workbook' link.

Based on your suggestions and an ongoing effort to enhance our customer service, this revision is designed to make the workbook more user friendly. Various sections have been reorganized and redundant information eliminated. The "Examples" section has been renamed "Conditions" and the "Processes" (pages 1 – 23) and "Conditions" (pages 41 –64) sections rewritten.

Vertical revision bars in the right margins include additions, deletions, or changes. Revision bars are not inserted for format, page numbers, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below are the pages being revised:

Remove Pages:

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If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:lm:CLAS